# Usage policy: Online AaE: Anaesthetists' Non-Technical Skills Course Network Forum (hosted by Yammer)

Welcome to the Online AaE: Anaesthetists' Non-Technical Skills Course Network Forum, hosted by Yammer.

Our goal is to provide a collaborative environment to connect with fellow attendees, share meaningful information and to ask questions about topics/specific papers covered during this course.

The usage policy is intended to provide helpful information and to enhance the value and benefits of social networking with other attendees on the course.

## Disclaimer

Using the Online AaE: Anaesthetists' Non-Technical Skills Course Network Forum acknowledges and confirms that you understand and agree to the following requirements:

- Participation is entirely voluntary and a matter of individual choice
- Information contained within the forum's Yammer boards may not be released in whole or in part, without the written consent of anyone participating in the conversation or the written consent of the RCoA data controller
- Use your judgement when considering how to use information found on the Online AaE: Anaesthetists' Non-Technical Skills Course Network Forum, and consult an administrator for any confirmation/clarification you require
- Information, opinions, statements, pictures and/or files posted onto Yammer cannot be considered as private
- Never share any personal sensitive or confidential information about anyone else (including employees, friends and family or patients) on the forum.

The RCoA has the ability and the right to monitor anything posted on the forum, including information posted in private groups or as direct messages on the platform. The RCoA, according to its own discretion, reserves the right to remove any individual from the forum at any time, or to report content posted on the forum to the individual's employer, and/or appropriate regulators.

### The guidelines

- Posts containing ad-hominem attacks and/or language that is discriminatory, derogatory or offensive to individuals on the forum should be reported to an administrator, who will take appropriate action
- Sharing information about yourself on the forum should be done with care, and please note that information you share can be seen by administrators, including any information shared 'privately' in a group or direct message
- Information shared in the forum should not be shared with any outside party without the written consent of anyone participating in the conversation and/or the RCoA data controller.

• If a member of the network posts anything deemed offensive or insensitive, they will be permanently removed from the network and will no longer be able to partake in the forum.

# FAQ's

#### I can't gain access when I click on the link from my @nhs.net email address

This is a site blocking issue caused by how NHS Digital have configured their own Yammer version specifically for @nhs.net email users. Unfortunately we cannot resolve this as the issue is on the NHS Digital side, but it only affects @nhs.net email addresses. If you use any other type of address to register such as @gmail.com, @doctors.org or a specific Trust address, ie @ucl.nhs.net, then the problem is avoided.

# I use Yammer already in my department/hospital and it defaults to that network, rather than the revision course network

In some hospitals where Yammer and Office 365 are used, the network will default to the hospital's version of Yammer and throw up an 'access denied' message to the AaE course one, or not recognise the AaE course forum at all. In this case there are two things you can try: switch away from the Trust's wifi to another network or your own 3G/4G signal, and/or use the web browser in 'incognito' or 'in private browsing' mode. Both of these approaches avoid network defaults which can direct traffic to a Trust's own O365/Yammer set up.

#### I can't gain access from my hospital computer

The computers in some Trusts may be running software too old to access Yammer correctly, or may be locked down for security reasons to a level which prevents access. If this is the case then we recommend downloading the Yammer app to your phone or simply interacting with the forum via email rather than visiting the Yammer site. Both approaches still require you to first register on the forum site from a suitable computer, but once registered you can then receive alerts and respond via email, or use the app for access. Remember on first install the app will not know you are trying to access the revision course forum specifically, so you will have to select it from the possible forums available to you.

#### I cannot post anything in the network

Sometimes when members first enter the network the 'post' button is not selectable. If this occurs, please firstly click 'all network' in the left side bar. You should then be able to write and send your post out. You can tag specific members in the post if you do not want to send it to 'all network'.